

Internal/External Posting  
STATE OF MONTANA JOB VACANCY  
DEPARTMENT OF CORRECTIONS  
***An Equal Opportunity Employer***  
June 13, 2007

<b>Job Title:</b>	Unit Manager	<b>Position No.:</b>	64104270
<b>Division:</b>	Pine Hills Youth Correctional Facility	<b>Bargaining Unit:</b>	No
<b>Location:</b>	Miles City	<b>Supplement:</b>	No
<b>Status:</b>	Permanent/Full-time	<b>Shift:</b>	TBA
<b>Salary:</b>	\$18.012 – \$22.515	<b>Pay Band</b>	6
<b>Benefits:</b> State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

**Application Deadline:** Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311  
P.O. Box 201301  
1539 11th Ave.,  
Helena, MT 59620-1301

**fax to** (406)444- 4551

**email to** hrcen@mt.gov

**No later than 5:00 p.m., June 27, 2007**

Application materials are available on the web at <http://mt.gov/statejobs/statejobs.asp>

**Special Information:** Pine Hills provides clinical, nursing, education, recreation, group living and other services to treat emotional, behavioral, social and educational problems of delinquent juvenile offenders committed to the Department of Corrections. The Unit Manager provides individual, group and family therapeutic counseling; leads a multi-disciplinary treatment team which develops, approves, and reviews treatment programs for juvenile offenders; designs and implements individualized therapeutic case plans and measurable objectives; and supervises unit staff in the implementation of the unit's programming. This position may work flexible shifts.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-2828.

**Equal Employment Opportunity Employer:** The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

**Typical Duties:**

1. Unit Management

- Designs therapeutic program within the assigned unit to handle special needs juveniles, intake programming, and juveniles with chronic behavior problems by consulting with unit staff, supervisors, clinical staff, and administration.
- Chairs the Unit Treatment Team (members include nurse, teacher, social worker, recreation staff, and correctional officers) for the housing unit.

- Coordinates with administrative staff and other unit supervisors, the integration of unit programs, movement of juveniles and individual treatment programs.
- Hears, reviews, and investigates disciplinary review committee hearings regarding major rule violations by juveniles in the facility.
- Directly supervises unit staff.
- Conducts and provides training for unit staff and offenders
- Participates in the employee selection process
- Reviews all unit logs and incident reports to identify security and safety breaches and other abnormal patterns, then resolves concerns by implementing corrective measures.

## 2. Assessment of Treatment Needs and Management of Cases

- Manages cases assigned by Institutional Services Manager
- Complete and interpret assessment tools to evaluate therapeutic needs and implement appropriate intervention strategies.
- Prepare written reports relative to youth treatment needs.
- Design objective, measurable individualized case plans.
- Present written and oral case information in a variety of case review forums.
- Maintain appropriate communication with staff, guardians, parole, Court, community professionals and other persons associated with the client to maintain consistent supervision, treatment and intervention.
- Complete a synopsis of relevant information for the psychiatrist regarding ongoing juvenile behavior (progress and side-effects) in relation to prescribed psychotropic medication.
- Refers youth to appropriate therapeutic service providers.
- Maintains case files in accordance with prescribed federal, state, department, and institutional guidelines, policies, and procedures.
- Documents youth's status on a consistent basis to provide a chronological history of their stay at Pine Hills.
- Propose placement plans to parole officers.
- Complete referrals to transition centers and other appropriate aftercare placements.
- Facilitate a youth's transition back into the community.
- Reinforce departmental policies and guidelines when offenders challenge facility rules and procedures or staff decisions using communication and mediation skills.

## 3. Counseling

- Counsels juvenile offenders and their families to stimulate positive changes in dysfunctional behavior patterns.
- Design and lead therapeutic and educational groups to facilitate problem identification and resolution.
- Intervene immediately for physically/emotionally out of control juveniles
- Document weekly visits, monthly reviews and three-month reviews with each youth to maintain documentation and observe progress.

## **Competencies:**

### Knowledge:

Knowledge of supervisory policies and procedures; knowledge and application of principles and practices of Social Work; intervention, assessment, evaluation, individual, group, and family counseling skills; treatment planning; prevention, continuum of care, referral networks, time management and case management; treatment of emotionally disturbed, youth offenders and crisis resolution techniques; Departmental and Divisional policy and philosophy. Understand application procedures for group homes, interstate compacts, and residential placements. Maintain at least 40 annual hours of required training, as required by American Correctional Association Guidelines, Department, Divisional, and facility policies.

### Skills:

Skill in motivating staff to deliver the best work product; interpret information and apply those skills to develop an effective therapeutic treatment strategies and case plans; communicate orally and in writing; work cooperatively with other human service and correctional professionals; develop and lead therapeutic individual and group counseling sessions; complete and interpret a variety of

standardized assessment tools; verbally and physically de-escalate and control out-of-control youth; enlist youth in formulation and continuation of treatment plan.

#### Commitment

Ability and willingness to align behavior with the needs and goals of the organization and provide a visible role model for others. Holds self accountable for organizational activities, services, decisions, successes and failures. An employee with commitment demonstrates an understanding of the link between his/her own job responsibilities and overall organizational goals and needs, and subsequently performs the job with broader goals in mind.

#### Communication

Provides timely and concise information to others verbally, nonverbally and in writing and helps others communicate effectively. An employee with strong communication skills ensures that communication occurs among all organizational levels, between all appropriate people and encourages open expression of ideas and opinions. They listen effectively, transmit information accurately, understandably and appropriately and actively seek constructive feedback.

#### Understanding, Sensitivity and Trust Building

Interacts openly and honestly. Encourages others to express viewpoints. Listens and respects different viewpoints. Addresses misunderstandings directly with those involved. Maintains confidences. Demonstrates an awareness of nonverbal as well as verbal communication. Elicits trust from others by showing honesty, reliability and integrity.

#### Influential

Identifies and affects the interests of others. Convinces others of the merits of a particular idea, method, or course of action.

#### Conflict Management

Manages disagreements through open discussion with affected parties; seeks collaborative resolution while keeping the best interests of the organization in mind.

**Education and Experience:** The knowledge, skills and abilities required to perform the duties of this position are typically acquired through a through a combination of education and experience equivalent to a Bachelors degree in social work or a related field and 5 or more years of work-related experience.

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
4. Authorization to Release Information. This Authorization is required for all position within the Department of Corrections. **\*\*HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH\*\*** (See Attachment)

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**\*\*SEE ATTACHED Release of Information\*\***

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

<b>Applicant's Name:</b>	
<b>Other names Used:</b> (i.e.: maiden name, previous married names)	
<b>Social Security Number:</b>	
<b>Date of Birth:</b>	
<b>List of states where you have resided:</b>	

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_\_\_ No \_\_\_\_\_ Yes      Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_